



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 386.1

Job Title: **CONTRACT COMPLIANCE OFFICER**

Pay Grade: 15

GENERAL SUMMARY:

Performs routine administrative duties in the standard review and investigation of compliance with contractual agreements set forth by Municipal, State and Federal regulations.

RESPONSIBILITIES:

- Verifies and processes applications for contracts, licenses and/or permits.
- Conducts on-site interviews with city contractors, vendors and service suppliers to monitor compliance with contract regulations.
- Provides program requirement information to the public and outside agencies by telephone and/or mail.
- Conducts studies and outreach activities to recruit and maintain contractors, vendors and licensees.
- Compiles data and prepares periodic reports as requested.
- Audits certified payrolls to verify payment of prevailing wage rates.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Contract Compliance Officer
Senior Contract Compliance Officer
Contract Compliance Supervisor

Effective: October 1990

Revised: August 2004